

COMMON INTEREST COMMUNITY CHECKLIST FOR BROKERAGE FIRM

NOTE: Any recipient of this form is advised to independently verify information listed below.

Property Address: _____

Date: _____

Item	Yes	No	Don't Know	Amount	Comments
1. Are there any unpaid expenses or assessments on the property?					
2. Are there any unpaid special assessments on the property?					
3. Are there any unpaid liens on the property?					
4. Are any special assessments being contemplated on the property?					
5. Are any increases being contemplated to the periodic fee?					
6. Is there a monthly association fee?					
7. Is there a quarterly association fee?					
8. Is there a semi-annual association fee?					
9. Is there an annual association fee?					
10. Is the property subject to more than one association fee?					
11. Must a buyer prepay monthly association dues at time of closing? If so, how many months?					
12. Is a working capital reserve deposit required from the buyer?					
13. Is a transfer fee imposed by the association upon sale of the property?					
14. Is a fee imposed by the association for providing a status letter?					
15. Is there a charge for common area access devices? (pool keys, common hallway keys, etc.)					
16. Are any other fees imposed by the association upon sale of the property?					
17. Are there any violations of covenants that the seller has been advised of?					
18. Are there any existing or pending law suits against the association and/or the property?					
19. Is the association still under the control of the developer?					
20. Is there any damage to this property, any common areas, any adjacent properties, or violations of the covenants or rules and regulations that could cause a lien against the property?					
21. Is the sale of this property subject to a right of first refusal by the association or a member?					
22. Does this property include the use of?					
<div style="display: flex; justify-content: space-around;"> Deeded Exclusive use </div> <div style="display: flex; justify-content: space-around;"> <div>Storage unit(s)</div> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around;"> <div>Parking space(s)</div> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around;"> <div>Carport(s)</div> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around;"> <div>Garage(s)</div> <input type="checkbox"/> <input type="checkbox"/> </div>					
23. The regular association dues includes the following:					
Management					

Insurance premiums					
a. Structure(s)					
b. Common area liability					
Common area/element repair, maintenance or replacement					
Trash collection					
Water					
Sewer					
Heat					
Hot water					
Snow removal					
Roof					
Indoor swimming pool					
Outdoor swimming pool					
Hot tub					
Tennis court(s)					
Club house					
Perimeter fencing					
Cable/satellite TV					
Gas service					
Electric service					
Road maintenance					
Common area utilities					
Exterior maintenance					
Other _____					

Explain any "Yes" answers to the above questions:

Association Name: _____

Association Address: _____

Association Phone: _____ Association President: _____

Association e-mail address: _____

Association website: _____

Association Management Company: _____

Management Company Address: _____

Management Company Phone: _____ Fax: _____

Management Company e-mail address: _____

Management Company Website: _____

Is there a Sub-Association? If so, the above information for the Sub-Association:
